

FRIDAY
18 JULY, 1997

| JUNE 1997 | | | | | | | JULY 1997 | | | | | | | AUGUST 1997 | | | | | | |
|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 29 | 30 | | | | | | | | | | | | | | | | | | | |

166 Days Left

APPOINTMENTS & SCHEDULED EVENTS

TO BE DONE TODAY (ACTION LIST)

- 1 Ramp up plan
- 2 Skypage invoices
- 3 First card Statements
- 4 DEAS stuff
- 5 Invention
- 6 New Hire Capabilities chart
- 7 EDI MESSC
- 8 Dental appt
- 9 Eye doctor
- 10 Follow up Fed task force
- 11 Minnesota visit
- 12 Certsoft diskettes
- 13 EPT EDI write up
- 14 T, Town, St Is, Hartford, Albany
- 15 Marketing targets
- 16 Laptop Battery
- 17 Frequent flyer tickets
- 18 Headset

| HOURS | NAME • PLACE • SUBJECT |
|-------|---------------------------|
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | Lundwig Holli / ADWA |
| 1 | |
| 2 | |
| 3 | Conf call - Earthlink Gap |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |

PHONE CALLS

- 1 DIK PROTER
- 2 Dr Pollack
- 3 Johnny
- 4 Karen Carlson
- 5 Ed Roy

EXPENSE & REIMBURSEMENT RECORD

COAT-TIMERS, Inc. ALLENTOWN, PA 18135-1351

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